



City of Santa Barbara

Modification & Performance Standard Permit Submittal Process

Modifications

In order to better serve you and reduce timelines associated with the processing of Modification applications (excluding F.A.R. modifications and modifications associated with DART applications), a meeting with designated Planning Staff **is required** prior to submitting an application. This meeting will serve to provide a pre-application consultation of the modification's supportability by City Staff based on the required findings as outlined in SBMC §28.92.026, a cursory review of the project, and the next steps in the process.*

Performance Standard Permits (PSPs)

All applications for Performance Standard Permits are submitted by appointment only with designated Planning Staff. Additionally, pre-application consultations **are required** for Large Family Day Care (8 to 14 children)** , and Community Care Facilities, Residential Care Facilities for the elderly, and Hospices serving 7 to 12 individuals. This will serve to provide a pre-application consultation of the proposal's supportability by City Staff based on the required findings as outlined in SBMC §28.93.030, a cursory review of the project, and the next steps in the process.*

Appointments

All pre-application consultations, and Modification and PSP application submittals will be done by appointment only on Mondays between 1:00 – 4:00 p.m., and Tuesdays between 8:30 – 11:30 a.m. **Roxanne Milazzo, Associate Planner, is the designated Planning Staff** who will review all pre-application consultations and application submittals.

1. **To schedule an appointment** please go to the Planning Counter located at 630 Garden Street, or call Roxanne Milazzo, Associate Planner, at (805) 564-5470 during normal business hours.***

It is strongly encouraged that you review street and planning files for your project prior to your appointment. Information such as the 1) *Santa Barbara Municipal Code*, 2) *handouts*, 3) *guidelines*, 4) *street* and 5) *planning files* (a.k.a. *LDT record archives*), 6) *parcel* and 7) *case* information, is available online at www.SantaBarbaraCA.gov under the *Government*, *Residents* or *Business* tabs at the top of the screen. Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. at (805) 564-5578.

An appointment has been scheduled with Planning Staff to discuss a proposal at

_____ on
(Project Address)

(Day, Date, Time)

If you are unable to meet at the designated time, please call Roxanne Milazzo, Associate Planner, at (805) 564-5470 to reschedule.

2. **Bring the following information** to the designated Planning Staff on your appointed date and time:
- ☐ Current photographs of the site, location of the proposed modification requests, adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). **Polaroids are not acceptable.**
 - ☐ Provide a site plan at 1/8" = 1' or 1/4" = 1' scale which clearly shows the existing conditions and proposed development with all the setbacks dimensioned. **(Plans must be LEGIBLE and ACCURATE.)**
 - ☐ Statistical information including the square footages of the existing and proposed development (net and gross)
 - ☐ Any other supporting documentation that can assist in conveying the request, i.e. conceptual elevations, etc.
3. **During the pre-application consultation**, the following will be discussed:
- a. Staff's initial position on the project per required findings^{*}
 - b. Review of the public records
 - c. Environmental review
 - d. Determination of design review requirements
 - e. Complete submittal requirements (an application submittal packet will be provided at that time)
 - f. Timelines and fees
 - g. Appeal process
4. **Following the pre-application consultation**, prepare a complete application and **schedule another appointment to submit your application** by either going to the Planning Counter located at 630 Garden Street, or calling Roxanne Milazzo, Associate Planner, at (805) 564-5470, during normal business hours.^{***}
5. **Upon receipt of a complete application**, Staff will confirm the process, schedule a site visit, and set a tentative agenda date for formal action by the Staff Hearing Officer.

^{*} Please note that Staff's pre-application consultation is to help identify the relevant issues, verify application completeness, and determine the correct process for your application. Be advised that projects that involve complex or multiple requests may require that the applicant submit for the DART (Development Application Review Team) process. This pre-application consultation is **not** a guarantee of approval or denial of the request(s). The final decision of the Staff Hearing Officer will be made at a public hearing after thorough review of the application, site visit, public input, and consideration of all other relevant information. All decisions by the Staff Hearing Officer are appealable to the Planning Commission or thereafter the City Council.

^{**} State Law overrides local ordinances; therefore, the enrollment for State-licensed Large Family Day Care Homes is increased to: 8 to 14 children.

^{***} Normal business hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. Please note that we are closed every other Friday. A list of our business hours can be found at: [http://www.santabarbaraca.gov/Government/SustainableSB/Climate Protection/9-80 Schedule.htm](http://www.santabarbaraca.gov/Government/SustainableSB/Climate%20Protection/9-80%20Schedule.htm)

^{****} Please be advised that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner/architect authorization or notification.

^{*****} Please be advised that the Council adopted a Tenant Displacement Assistance Ordinance (TDAO) to assist tenants who are displaced due to their unit being demolished, eliminated, or lost as a result of a land use change. If your project involves the elimination of a rental unit, this ordinance may apply to you. A copy of the TDAO can be found at: <http://www.santabarbaraca.gov/Resident/Home/Forms/planning.htm>